

Agency Shutdown Checklist

September 27, 2023

Reference Number: NFC-1695728006

Dear Customer,

The National Finance Center (NFC) would like to provide our customers with a checklist of pertinent information in the event of a government shutdown. Please see the following list below:

- **Pay Period (PP) 20 Furlough/Excepted Employees** should enter their week one Time and Attendance (T&A) information in accordance with normal procedures. Week two should be entered using TC74 (furlough) to complete their tour of duty.
- **After PP20 Furlough/Excepted Employees should not enter T&A information.** Based on prior shutdowns, NFC guidance will minimize the need for corrected T&As after the shutdown and avoid issues with the Leave Without Pay Counters and possible non-deduction of the following benefits:
 - Federal Employees Health Benefits
 - Union Dues
 - Flexible Spending Accounts
 - Dental/Vision
 - Financial Allotments
 - Garnishments
- **Exempt Employees** should enter their T&A information in accordance with normal procedures.
- **Partial Exempt Employees** should enter time spent performing work supported by appropriated funds (include time worked, leave and holiday pay as applicable). All other time not covered by non-appropriated funds should be entered using TC74 (furlough).
- Ensure you are appropriately staffed to transmit T&As in a timely manner.

- Agencies should review the Rejected T&A Report in the Reporting Center or applicable CULPRT reports.
- The Order of Precedence for Deductions can be found at <https://help.nfc.usda.gov/publications/PPSO/50446.htm>.
- Provide employees with contact information of HR representatives to assist with questions concerning unemployment compensation benefits.
- Customer Agencies should ensure that their point(s) of contact are familiar with the options for contacting NFC. Contact information is available on the NFC Home Page at <https://www.nfc.usda.gov/contact/index.php>.
- NFC will issue written communications related to the shutdown through our online email subscription service. Customer Agencies are urged to subscribe in advance to the publicly available subscriptions lists and to contact their NFC Agency Liaison to ensure that they are part of the privately maintained communications lists. You can sign up for the email subscription service at <https://www.nfc.usda.gov/subscribe/index.php>.
- Customer Agencies should urge employees to successfully log into the Employee Personal Page (EPP) in advance of the shutdown.
 - Non-excepted employees will need to use their EPP User ID and Password during the shutdown and not their Personal Identity Verification (PIV) Card. Employees should validate under “Preferences” in EPP that their two-factor verification code is not being sent to the employees work email address or government issued cell phone. If so, they should update this information under “Change Two-Step Authentication”.
- Consider creating a special accounting code for tracking of hours for “Excepted” and “Non-excepted” employees. This will assist with future reporting needs.
- Authorized representative must be established on TMGT, Table 063 in order to conduct business on the **agency’s** behalf.
- Severance payments will not be paid during government shutdown unless otherwise instructed by the agency.
- NFC payroll/personnel processing schedule will remain the same.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

- Federated ServiceNow Users: <https://nfcerp.servicenowservices.com/>

- Non-Federated ServiceNow Users:
https://nfcerp.servicenowservices.com/sp_ess/